



CIVILIAN HUMAN RESOURCES AGENCY SOUTH CENTRAL REGION CIVILIAN PERSONNEL EMPLOYEE BULLETIN OCTOBER 2010

NAF LINK:

www.bragg.army.mil/nafhrc

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ARMY CIVILIAN CORPS CREED

Civilian Human Resources Agency
South Central Region
Civilian Personnel Advisory Center
Fort Bragg, NC 28310-5000
Director, Jeanne T. Scharch

Health Fair

October 27th 9am – 3pm

Lafayette Room, Bragg Club

Open to all Civilian employees,
NAF employees, Retired Civilians,
and fellow government employees



Health Benefits
Open Season is
18 November through
13 December

Please call 396-6122 for more information

CIVILIAN PERSONNEL OFFICE CLOSURE:

CPAC will be closed
Friday, 8 October 2010
from Noon to 4:00pm
for Organization Day

Do you supervise or manage civilians?!
see page 7
for Training opportunities
to include HR for Supervisors,
Fundamentals of DCPDS,
and Leave Administration

CPAC JOB INFORMATION CENTER (JIC) CHANGE IN HOURS

Information on current vacancies - both appropriate fund (GS and wage-grade) and non-appropriated fund (NAF) positions - is available online at www.cpol.army.mil/employment. Select the 'Search for Jobs' link. This information is now also available, with no waiting, in a self-service rack at the CPAC, next to room 133. Copies of the NAF vacancy announcements, applications forms, a listing of appropriated fund vacancies serviced by Fort Bragg CPAC, information on insurance/benefits, and a listing of website links for other DOD vacancies are also available.

Additionally, a drop box is located on the wall directly across from room 133 for you to leave NAF application packages. You may still submit applications via e-mail to the point of contact listed on the announcement or by facsimile to (910) 396-2108.

As a result of this improved availability and no waiting for service, the NAF information desk hours will be changed **effective 1 November**. The new hours are between **11 am and 1 pm**, during which time a NAF representative will be available to assist you.

All Appropriated Fund (AF) applications must be submitted online through the Army Centralized Resumix database, accessed at www.cpol.army.mil/employment. Select 'Build Resume/Check Status' to proceed with process. Applications for AF vacancies put in the drop box will be destroyed.

FEDERAL HEALTH INSURANCE PREMIUMS TO INCREASE 7.2%

The average amount federal employees pay for their health insurance plans will rise 7.2% in 2011. The upcoming premium increase for plans in the [Federal Employees Health Benefits Program](#) is less than the 8.8 percent rise participants experienced in 2010, despite a range of new benefits to be added, according to OPM Director [John Berry](#).

The total average premium increase for plans will be 7.3%, or \$27.10 per pay period.. Of that amount, the government will increase its contribution to employees' health care costs by \$18.86 per pay period, or 7.3%. That leaves federal workers with an average increase of \$8.24 in their premiums, or 7.2%.

TSP SHOWS STRENGTH IN SEPTEMBER

After a weak August, Thrift Savings Plan funds rebounded nicely in September. The S and I funds saw the biggest boosts, gaining 11.47% and 9.81%, respectively. The S Fund invests in small and midsize companies and tracks the Dow Jones Wilshire 4500 Index while the I Fund invests in overseas companies. Both portfolios posted losses in August. Since January, the S Fund has increased 11.70% and the I Fund has inched up 1.24%.



When: Wednesday, 6 October 2010

Location: Crown EXPO Center
1960 Coliseum Drive

Time: 9am to 2pm

“Free and Open to the Public”

Over 100 Employers plan to attend this job fair

For more information call 677-2177 or 677-2222

UPCOMING HOLIDAY:

“HISTORY OF COLUMBUS DAY”

Columbus Day is a federal holiday that commemorates the landing of Christopher Columbus in the New World on October 12, 1492. It was unofficially celebrated in a number of cities and states as early as the 18th century but did not become a federal holiday until the 1937. For many, the holiday is a way of both honoring Columbus' achievements and celebrating Italian-American heritage.



FLU SEASON INFORMATION

Flu Season begins on 1 NOV



This year the **FLU Vaccine** and the **H1N1** has been combined into one shot for the 2010-2011 Flu Season.

Vaccinations for Dependents and Civilians will be available around **MID/LATE October 2010**.

For more information please call/visit your Primary Health Care Provider.

Official Army Survey: 2010 Army Civilian Attitude

In the coming weeks an official Army Survey will launch via e-mail. The survey will ask for attitudes and opinions on a variety of topics related to government service. This information is important - it will assist in developing policies and programs to improve the workplace for all civilian employees.

This survey is voluntary and is Official Business, it can be completed at the worksite using government equipment during regular duty hours. One can also complete the survey from another location using an AKO account.

Results will be made available to all employees through various Army communications networks and websites at headquarters, command, region, and installation levels.



Update Health and Life Insurance

Things change!

Remember if you have a qualifying life event (QLE), please update your health and life insurance forms to reflect changes in marital status; children entering and exiting the nest; and other QLEs.



Also, the definition of family member has changed to include some previously disqualified relatives and same sex partners.

Combined Federal Campaign for 2010

[http://www.senccfc.org/ root](http://www.senccfc.org/root)



Combined Federal Campaign (CFC) is the largest workplace charity campaign in the United States and the only campaign authorized to solicit and collect contributions from federal employees in the workplace on behalf of charitable organizations. The campaign runs now through December 15, 2010.

The purpose of the CFC is to support and promote human welfare and advancement by donating to institutions that exist to serve those in need, during a time of need. There are 2800 helping organizations participating in this year's campaign.

The 2800 organizations supporting the year's CFC represent much needed support to those faced with misfortune such as cancer, diabetes, homelessness and abuse. Some of the more commonly known organizations include, The American Red Cross, Cancer Research Center, American Heart Association, Betty Ford Center, Medical Research Charities, and Aids Global Action Inc. just to list a few.

ABC-C Phone System Now Accessible to NAF Employees Retaining CSRS/FERS

Nonappropriated Fund (NAF) employees who are retaining retirement coverage under CSRS and FERS are now able to contact the Army Benefits Center - Civilian (ABC-C) via its toll-free number. Previously, the approximately 1,100 employees needed CPAC assistance in order to speak with an ABC-C counselor concerning retirement benefits.

Employees may call the ABC-C at 1-877-276-9287 and select option 4 on the phone menu. NAF employees will be able to speak with counselors concerning retirement and TSP benefits, request a retirement annuity estimate if within five years of retirement, etc. Benefits counselors are available Monday through Friday, from 6:00 a.m. to 6:00 p.m., Central Time. ABC-C counselors receive training one afternoon each month and are unavailable for those few hours. Messages pertaining to counselor availability or any issues concerning the telephone system will be posted on the ABC-C website at <https://www.abc.army.mil>. There is also a NAF link on the ABC-C's homepage under "What's Hot" which provides links to retirement forms, the NAF website and other pertinent NAF information.



FALL INTO FITNESS

In support of the Army's Civilian Wellness and Comprehensive Soldier Fitness programs, please join IMCOM's team for the Department of Defense's "Leap into Fall" Fitness Challenge. "Leap into Fall" is a DOD-sponsored initiative designed to increase physical activity throughout the workforce.

There is still plenty of time for individuals to sign up and contribute to the DoD's goal of more than 1.5 million hours of physical activity through the end of October. Challenge contestants may choose from more than 100 activities, including a wide range of sports and games-even Nintendo Wii Sports. Currently, the Army team has 1,700 participants; of which, 212 are on the IMCOM team. Anyone interested in joining, please register at the link below.

1. Log into http://www.presidentschallenge.net/login/register_individual.aspx
2. Enter "your first and last name" as your username 3
3. Enter your password
4. Enter your password hint
5. Enter Group ID Number: 90878 6.
6. Enter" your first and last name" as your Group Member ID/Name
7. Enter your personal information
8. Click Continue.

Performance Ratings Cycle ends 31 October 2010

In accordance with the Fort Bragg Total Army Performance Evaluation System (TAPES) Negotiated Agreement and Army Regulation 690-400, the standard rating cycle for all WG and WLs and WS/GS 01 - 12 is from 1 November through 31 October each year. Annual performance appraisals are to be completed and sent to CHRA, South Central Region within 45 days (15 December 2010) of the rating cycle ending.

When an annual rating cannot be prepared at the end of the scheduled rating cycle (example: ratee is not given performance objectives/standards, ratee is on a PIP, ratee is on extended illness or long term classroom training), the rating periods are extended for the time necessary to meet the minimum 120-day requirement, at which time annual ratings will be prepared. Extensions will not exceed 120 days unless special circumstances exist beyond the rater's or senior rater's control. All extensions require approval from the CPAC. If additional information is needed, please contact your servicing Labor/MER Specialist.

PROHIBITED PERSONNEL PRACTICES

Adapted from §2302 (b) of title 5 U.S.C.

- Illegally discriminate for or against any employee/applicant.
- Solicit or consider improper employment recommendations.
- Coerce an employee's political activity.
- Obstruct a person's right to compete for employment.
- Influence any person to withdraw from competition for a position.
- Give unauthorized preference or improper advantage.
- Employ or promote a relative.
- Retaliate against a whistleblower, whether an employee or applicant.
- Retaliate against employees or applicants for filing an appeal.
- Unlawfully discriminate for off duty conduct.
- Violate any law, rule, or regulation which implements or directly concerns the merit principles.
- Knowingly violate veterans' preference requirements.



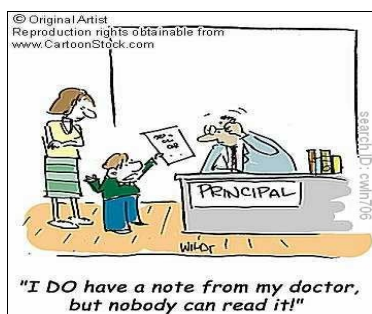
Exit Survey

You and your managers work diligently to identify and hire the best employees for your vacancies. Too often, we see those same employees leave Army for other Federal agencies. Results of the Army's Exit Survey can help to identify reasons for employee separations from Army and, ultimately, improve our retention rates and employee satisfaction. You are asked to place additional emphasis on participation in the Army Exit Survey by ensuring all employees who are separating from permanent appointments are provided access to the survey's website prior to their departure.

The website, <http://cpol.army.mil/library/survey/exitsurvey/index.html>, should be included on out-processing documents and related correspondence. Please also address this at your local command staff meetings to encourage management's support.

Please refer to the
Department of the Army
Memorandum on Exit Surveys





Guidelines for Medical Evidence

Evidence from physicians in support of an OWCP claim must be *written*, in a narrative form, on the **doctor's stationery**. The medical narrative must include the name of the injured or ill employee, the dates of examination and treatment, and description of tests, X-rays, etc.

The doctor must have first read a written statement from the injured or ill employee that describes the on-the-job injury or conditions at work that caused the disability or disease.

The doctor's statement must contain these items:

1. A written statement by the physician reflecting knowledge of the employee's injury or injuries or conditions of employment believed to be the causative factor(s). The physician should ideally include or attach a copy of the written statement prepared by the employee, as described above, and should reference the employee's statement with remarks such as: "*I have read the statement dated [date] prepared by [the employee's name], regarding the injury/injuries sustained on [date of injury] and/or the conditions of employment at [work location] during the period from [date] to [date].*"
2. A definitive diagnosis (*no impressions*).
3. An opinion in definitive terms (*no speculation*). Was the injury or disease caused, aggravated, accelerated, or precipitated by the injury/injuries and/or the conditions of employment described by the employee? If the disability is considered temporary, then the opinion must specify the length of time that the employee will be disabled.
4. Medical reasons for opinion—how did the physician, from a medical point of view, arrive at the opinion. This is very important and should be as specific as possible—and include how any test results formed a basis for the opinion.
5. Period(s) of disability and the extent of disability during the period(s). This should specify whether the disability is total or partial, and if partial (as opposed to total disability for work as a letter employee), the work limitations involved in working while partially disabled.

Why You Should Request an Estimate

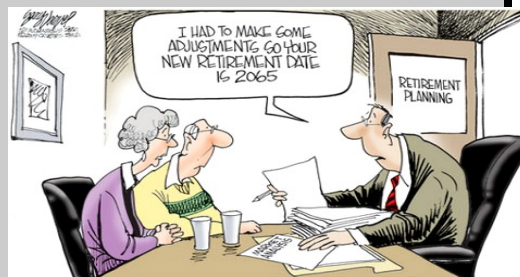
Are you within five years of being eligible to retire? Have you requested a retirement estimate from the Army Benefits Center – Civilian (ABC-C)? If you haven't received an estimate yet, now is a good time request one.

Why should you request a retirement estimate from ABC-C? The first and most important reason is to verify if all of your Federal service will count towards retirement. The Leave Service Computation Date (SCD) that is found in Block 11 of your Leave and Earnings Statement (LES) MAY include credit for service that will not count for retirement. As part of calculating a retirement estimate, ABC-C will let you know if any of your service will not count for retirement.

The second reason to get an estimate is to find out if you will need to pay a civilian or military deposit to be eligible to retire. Finding out now that you have to pay a deposit for some civilian or military service to count for retirement will give you plenty of time to get the deposit paid before you retire. Waiting until the last minute to request a retirement estimate, and then discovering that you will not be eligible to retire without paying the deposits could delay your planned retirement.

The third reason to request an estimate now is so you can be sure that you will be able to continue your life and health insurance. Both types of insurance generally require that you have coverage for the five years before retirement for you to be able to continue those benefits. You don't want to find out two weeks before you are set to retire that you won't be able to keep your health insurance after you retire.

You may request an estimate each calendar year. The only way to request a retirement estimate is to call the ABC-C at 1-877-276-9287, pressing "0" to transfer to a counselor at the first opportunity.



**CIVILIAN HUMAN RESOURCES AGENCY (CHRA)
FT BRAGG CPAC**

Training Schedule

Date	Course	Target	Time and Location	Enrollment Info
8 Oct 10	RESUMIX	Prospective or Current Federal employees	0930 - 1130 CPAC Training Room Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910 396-6815/8621
12-15 Oct 10	Virtual Classification Cases	-0201 HR Staff/ Class Specialists	0800 - 1700 Bank Hall, Bldg. D3915, Room 303A (DL-2) Fort Bragg	CHRTAS registration required Course # C17APMC-V – Class 001 SC Region
19-22 Oct 10	HR for Supervisors	Supervisors / Managers	0800 – 1630 Bank Hall, Bldg D3915, Room 318 Ardennes Street Fort Bragg	CHRTAS registration required Course # XB8AHRS – F02 SC Region
26 Oct 10	Interviewing Techniques	Supervisors / Managers	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910 396-6815/8621
28 Oct 10	Leave Administration	Supervisors / Managers	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910 396-6815/8621
5 Nov 10	RESUMIX	Prospective or Current Federal employees	0930 - 1130 CPAC Training Room Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910 396-6815/8621
2-3 Nov 10	Fundamentals of DCPDS	-0201 HR Staff/ Class Specialists	0800 - 1600 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910 396-6815/8621
15-19 Nov 10	Instructional Methods	-0201 HR Staff/ Class Specialists	0800 - 1630 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	CHRTAS registration required Course # GB7AIMC – F01 SC Region
6-9 Dec 10	HR for Supervisors	Supervisors / Managers	0800 – 1630 Bank Hall, Bldg D3915, Room 318 Ardennes Street Fort Bragg	CHRTAS registration required Course # XB8AHRS – F03 SC Region

For local registration and more information, please contact the CPAC Training Office at 910-396-6815/8621

For Civilian Personnel courses, please register through the Civilian Human Resources Training Application System (CHRTAS) at www.atrrs.army.mil/channels/chrtas/default.asp

Register in CHRTAS

In the center of the page, under the logo, see PLEASE SIGN IN BELOW. Click on the arrow to select your category: Category to select is ARMY. See SIGN IN OPTIONS: Sign in using one of the three options (CAC, AKO, DOB&SSN). Create a Student Profile, or update: CREATE/UPDATE STUDENT PROFILE Click CREATE/UPDATE CHRTAS RECORD.

Apply for Course

Select FY 2010 or FY 2011 and Select region (0106 - CHRA - South Central) Use the Drop Down to find course and Select course (like HR for Supervisors) Select Location, desired date, and course.
Submit the Application
Your supervisor will receive an email to approve



ARMY CIVILIAN CORPS CREED

I am an Army Civilian – a member of the Army Team.

I am dedicated to our Army, our Soldiers and Civilians.

I will always support the mission.

I provide stability and continuity during war and peace.

I support and defend the Constitution of the United States
and consider it an honor to serve our Nation and our Army.

I live the Army values of Loyalty, Duty, Respect, Selfless Service,
Honor, Integrity, and Personal Courage.

I am an Army Civilian.